

Test Preparation



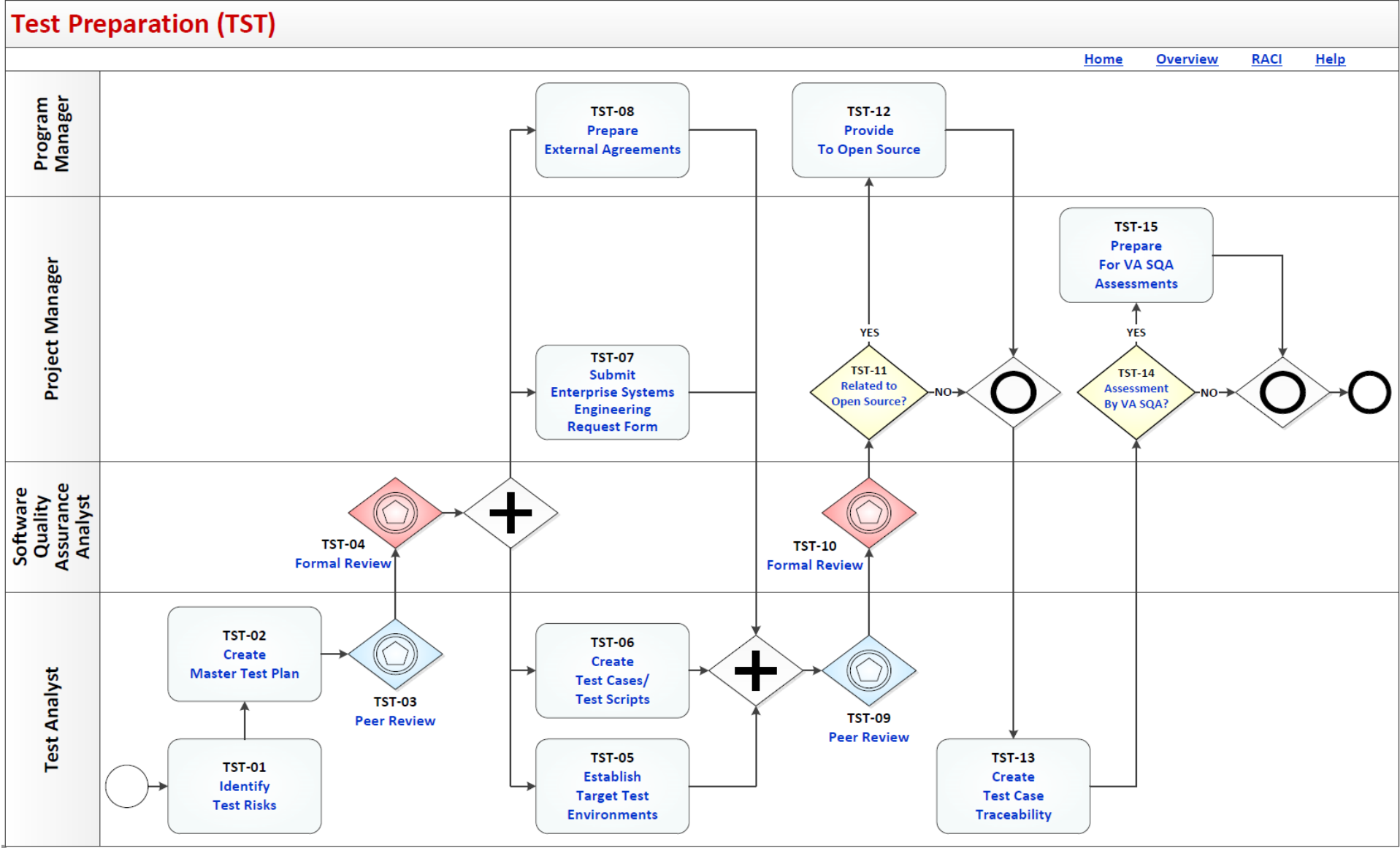
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Office of Information and Technology

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Test Preparation Process Map



Process: Test Preparation

Overview: The process map for Test Preparation cycles through the following process and review activities:

- TST-01 Identify Test Risks
- TST-02 Create Master Test Plan
- TST-03 Conduct Peer Review of Master Test Plan
- TST-04 Conduct Formal Review of Master Test Plan
- TST-05 Establish Target Test Environments
- TST-06 Create Test Cases/Test Scripts
- TST-07 Submit Enterprise Systems Engineering Request Form
- TST-08 Prepare External Agreements
- TST-09 Conduct Peer Review of Test Cases/Test Scripts
- TST-10 Conduct Formal Review of Test Cases/Test Scripts
- TST-11 Related to Open Source?
- TST-12 Provide to Open Source
- TST-13 Create Test Case Traceability
- TST-14 Assessment By VA SQA?
- TST-15 Prepare for VA SQA Assessments

Test Preparation Description and Goals

Description

The Test Preparation process describes the Software Quality Assurance (SQA) activities that take place during the Planning and Development Phases of the System Development Life Cycle (SDLC). The Test Preparation process ensures that test activities are adequately planned and that appropriate test environments are established according to project schedule.

Goals

The goal of the Test Preparation process is to establish the set of activities, roles and artifacts required for test planning.

Specifically the process:

- Select appropriate products and product components for testing.
- Establish and maintain the testing environments, procedures, and criteria.
- Ensure continuous monitoring of testing progress to Program Management and Development Management.

Test Preparation RACI Information

The following describes the RACI information for this process:

TST-01 Identify Test Risks

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Project Manager

Informed Role: Integrated Project Team; Stakeholder(s)

TST-02 Create Master Test Plan

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Project Manager

Informed Role: Integrated Project Team; Stakeholder(s)

TST-03 Conduct Peer Review of Master Test Plan

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Integrated Project Team

Informed Role: Stakeholder(s)

TST-04 Conduct Formal Review of Master Test Plan

Responsible Role: Software Quality Assurance Analyst

Accountable Role: Project Manager

Consulted Role: Stakeholder(s)

Informed Role: Integrated Project Team

TST-05 Establish Target Test Environments

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Project Team

Informed Role: Integrated Project Team Member; Stakeholder(s)

TST-06 Create Test Cases/Test Scripts

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Project Team

Informed Role: Integrated Project Team; Stakeholder(s)

TST-07 Submit Enterprise Systems Engineering Request Form

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: Enterprise Systems Engineering Test Analyst

Informed Role: Integrated Project Team

TST-08 Prepare External Agreements

Responsible Role: Program Manager

Accountable Role: Program Executive Officer

Consulted Role: Enterprise Systems Engineering Release Officer; Project Manager; Project Team; Regional Director; VHA Release Management Team Lead

Informed Role: Integrated Project Team; Stakeholder(s)

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: Integrated Project Team

Informed Role: Stakeholder(s)

TST-10 Conduct Formal Review of Test Cases/Test Scripts

Responsible Role: Software Quality Assurance Analyst

Accountable Role: Project Manager

Consulted Role: Stakeholder(s)

Informed Role: Integrated Project Team

TST-11 Related to Open Source?

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: None Listed

Informed Role: None Listed

TST-12 Provide to Open Source

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: Integrated Project Team

Informed Role: Stakeholder(s)

TST-13 Create Test Case Traceability

Responsible Role: Test Analyst

Accountable Role: Project Manager

Consulted Role: None Listed

Informed Role: Integrated Project Team; Stakeholder(s)

TST-14 Assessment By VA SQA?

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: None Listed

Informed Role: None Listed

TST-15 Prepare for VA SQA Assessments

Responsible Role: Software Quality Assurance Analyst

Accountable Role: Project Manager

Consulted Role: None Listed

Informed Role: Integrated Project Team; Stakeholder(s)

Test Preparation Associated Artifacts Information

Associated Artifacts information (including hyperlinks) for this process includes:

Artifact Review Agenda and Minutes Template

ESE Registration Form Template

Initial Operating Capability Site Memorandum of Understanding Template

Master Test Plan Checklist

Master Test Plan Template

Open Source Submission Checklist

Open Source Submission Package

Project Management Plan (PMP) Template

Record of Notification Template

Requirements Traceability Matrix Template

Review Findings Summary Template

System Design Document Template

Test Case Test Scripts Template

Test Evaluation Template

Test Preparation Tools and Web Sites Information

The Tools and Web Sites associated with this process (including hyperlinks) include:

Enterprise Testing Service Portal

Enterprise Testing Service, Services We Offer

ESE Release Office Site

IBM Rational ClearCase

IBM Rational ClearQuest

Rational Quality Manager (Quality Management) Server

Rational Team Concert (Change/Configuration Management) Server

VA Open Source Site

Test Preparation Standards Information

Standards associated with this process (including hyperlinks) include:

Approved Applications Abbreviations

Digital Signature Guide

Enterprise Systems Engineering Testing Intake Assessment Form User Guide

Enterprise Testing Service Test Center Service Request Form Quick Reference Guide

Enterprise Testing Service Testing Guide
ESE Registration Form User Guide
Initial Operating Capability Site Memorandum of Understanding Guide
Initial Operating Capability Site Selection Guide
Open Source Code in Flight Communications Strategy Guide
Open Source Submission Checklist
Patient Safety Issue Test Request Form Instructions
Quality Assurance Standard
VA Open Source Methodology

Test Preparation Process

Process Activity Name: TST-01 Identify Test Risks

Previous Activities

Process Begins

Next Activities

TST-02 Create Master Test Plan

Description

The Test Analyst identifies and manages risks that negatively impact test execution and risks related to the testing of critical functionality. Steps include:

Assess the potential impacts and probability for each risk

Identify test execution risks

Monitor the risks through closure

Plan mitigation for each risk

Record the risks in tracking tool

Input

Project Management Plan - Risk Management Plan Section

Requirements Specification Document (including Use Case Specifications contained within)

Output

Updated Project Management Plan - Risk Management Plan Section

Associated Artifacts

Project Management Plan (PMP) Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Project Manager

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

IBM Rational ClearQuest

Rational Team Concert (Change/Configuration Management) Server

Enterprise Testing Service Portal

Enterprise Testing Service, Services We Offer

Rational Quality Manager (Quality Management) Server

Standards

None Listed

More Info

None Listed

Process Activity Name: TST-02 Create Master Test Plan

Previous Activities

TST-01 Identify Test Risks

Next Activities

TST-03 Conduct Peer Review of Master Test Plan

Description

The Test Analyst, working with the Project Manager, creates the Master Test Plan to document the overall approach to testing. The Master Test Plan includes items to be tested, test strategy, test criteria, test deliverables, test schedule, test environments, staffing and training needs, risks and constraints, and test metrics.

Input

Project Management Plan

Requirements Specification Document (including Use Case Specifications contained within)

System Design Document

Output

Master Test Plan

Associated Artifacts

Master Test Plan Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Project Manager

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

Rational Quality Manager (Quality Management) Server

Standards

Approved Applications Abbreviations

More Info

None Listed

Process Activity Name: TST-03 Conduct Peer Review of Master Test Plan**Previous Activities**

TST-02 Create Master Test Plan

Next Activities

TST-04 Conduct Formal Review of Master Test Plan

Description

The Test Analyst conducts the Master Test Plan Peer Review in accordance with the Quality Assurance Standard (appropriate sections pertaining to Peer Reviews) performing the following general steps:

Distribute the Peer Review Materials

Review the Peer Review Materials

Distribute the Consolidated Peer Review Findings

Record the Finding Resolutions

Implement the Finding Resolutions

The goal of the Peer Review of the Master Test Plan is to resolve any questions the project team may have and to ensure quality of the deliverable.

Input

Master Test Plan

Output

Master Test Plan Checklist (Review Findings Summary included)

Record of Notification

Updated Master Test Plan

Associated Artifacts

Master Test Plan Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Integrated Project Team

Informed Role

Stakeholder(s)

Tools and Websites

Rational Team Concert (Change/Configuration Management) Server

Standards

Quality Assurance Standard

More Info

None Listed

Process Activity Name: TST-04 Conduct Formal Review of Master Test Plan**Previous Activities**

TST-03 Conduct Peer Review of Master Test Plan

Next Activities

TST-05 Establish Target Test Environments

And

TST-06 Create Test Cases/Test Scripts

And

TST-07 Submit Enterprise Systems Engineering Request Form

And

TST-08 Prepare External Agreements

Description

The Software Quality Assurance Analyst conducts the Master Test Plan Formal Review in accordance with the Quality Assurance Standard (appropriate sections pertaining to Formal Reviews) performing the following general steps:

Plan the Formal Review

Review the Formal Review Materials

Implement the Finding Resolutions

The goal of the Formal Review is to obtain stakeholder concurrence of the Master Test Plan and appropriate approval signatures.

Input

Master Test Plan

Output

Artifact Review Agenda and Minutes

Master Test Plan Checklist (Review Findings Summary included)

Updated Master Test Plan (Approval Signatures included)

Associated Artifacts

Master Test Plan Template

Responsible Role

Software Quality Assurance Analyst

Accountable Role

Project Manager

Consulted Role

Stakeholder(s)

Informed Role

Integrated Project Team

Tools and Websites

Rational Quality Manager (Quality Management) Server

Rational Team Concert (Change/Configuration Management) Server

Standards

Digital Signature Guide

Quality Assurance Standard

More Info

None Listed

Process Activity Name: TST-05 Establish Target Test Environments

Concurrent Activities

TST-06 Create Test Cases/Test Scripts

And

TST-07 Submit Enterprise Systems Engineering Request Form

And

TST-08 Prepare External Agreements

Previous Activities

TST-04 Conduct Formal Review of Master Test Plan

Next Activities

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Description

The Test Analyst prepares the applicable test environments by either creating them from scratch or by modifying existing test environments. Configuration Management and Change Control processes have important ties to this test activity. Steps include:

Identify requirements for the applicable test environment and test data

Identify test environments procedures and criteria

Create, acquire, or modify test data serving as input and file conditions for test cases and test scripts

Determine the integration sequence of the product build

Maintain the product integration environments throughout the project

Dispose of those portions of the test environments and test data that are no longer useful

Input

Master Test Plan

Requirements Specification Document (including Use Case Specifications contained within)

System Design Document

Output

Development Test Environments

Associated Artifacts

None Listed

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Project Team

Informed Role

Integrated Project Team Member; Stakeholder(s)

Tools and Websites

None Listed

Standards

Approved Applications Abbreviations

More Info

None Listed

Process Activity Name: TST-06 Create Test Cases/Test Scripts**Concurrent Activities**

TST-05 Establish Target Test Environments

And

TST-07 Submit Enterprise Systems Engineering Request Form

And

TST-08 Prepare External Agreements

Previous Activities

TST-04 Conduct Formal Review of Master Test Plan

Next Activities

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Description

The Test Analyst creates tests to exercise the product or system under test. These tests are commonly referred to as “Test Cases” or “Test Scripts”. A Test Case is a specific condition being executed within a system under test. A Test Case includes set up steps, input data, user interaction, expected and actual results, and the type of test or technique being performed. A Test Script is a collection of step-by-step instructions that defines a test and enables its execution. Test Scripts may take the form of either documented textual instructions that are executed manually or computer readable instructions that enable automated test execution.

Input

Requirements Specification Document (including Use Case Specifications contained within)

System Design Document

Output

Test Cases/Test Scripts

Associated Artifacts

Test Case Test Scripts Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Project Team

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

Rational Quality Manager (Quality Management) Server

Standards

None Listed

More Info

None Listed

Process Activity Name: TST-07 Submit Enterprise Systems Engineering Request Form**Concurrent Activities**

TST-05 Establish Target Test Environments

And

TST-06 Create Test Cases/Test Scripts

And

TST-08 Prepare External Agreements

Previous Activities

TST-04 Conduct Formal Review of Master Test Plan

Next Activities

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Description

The Project Manager contacts Enterprise Systems Engineering (ESE) via the Enterprise Testing Service (ETS) Service Request page to schedule ETS resources. There are three distinct service requests:

- Enterprise Testing Service Test Center Service Request (Test Lab)
- Patient Safety Patch Review (PSI)
- ESE Registration Form (TIA Portion)

An ETS Testing Service Test Center Service Request is used for user access, database backup/restore/refresh, lab service requests, and miscellaneous issues. A Patient Safety review is used to request a review of a legacy patient safety patch. A Testing Intake Assessment Request is not submitted if an Intake Assessment form was submitted during the Project Planning process for the current Project Management Accountability System increment.

Input

ESE Registration Form

Requirements Specification Document

System Design Document

Output

Updated ESE Registration Form

Associated Artifacts

ESE Registration Form Template

Responsible Role

Project Manager

Accountable Role

Program Manager

Consulted Role

Enterprise Systems Engineering Test Analyst

Informed Role

Integrated Project Team

Tools and Websites

Enterprise Testing Service Portal

ESE Release Office Site

Standards

Enterprise Systems Engineering Testing Intake Assessment Form User Guide

Enterprise Testing Service Test Center Service Request Form Quick Reference Guide

Enterprise Testing Service Testing Guide

ESE Registration Form User Guide

Patient Safety Issue Test Request Form Instructions

More Info

See Enterprise Testing Center Service Portal and ESE Release Office Site in Tools Section above. In the center of the Enterprise Testing Center Service Portal page are directions for submission of service requests related to Testing Intake, Patient Safety, and other testing services.

Process Activity Name: TST-08 Prepare External Agreements

Concurrent Activities

TST-05 Establish Target Test Environments

And

TST-06 Create Test Cases/Test Scripts

And

TST-07 Submit Enterprise Systems Engineering Request Form

Previous Activities

TST-04 Conduct Formal Review of Master Test Plan

Next Activities

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Description

Test sites are used for User Acceptance Testing (UAT), as well as Initial Operating Capability (IOC) evaluation whether performed in the site's test or production environment as appropriate for the particular project's situation. The project's Program Manager solicits test sites; prepares the test site Memorandums of Understanding (MOUs) and related Data Use Agreement, if applicable, between the system development project and the test sites; and obtains MOU approval to ensure sites agree to perform UAT and IOC evaluation according to the specified requirements and evaluation criteria provided in the MOUs.

If the Development Team has not previously specified the test sites, the Program Manager also completes the Service Delivery and Engineering (SDE) Action Item Request to ensure Field Operations participation at the identified test sites.

The total number of sites, type of sites, size of sites, duration for the IOC evaluation process, and decision of whether IOC will be performed in a site's test or production environment is determined after an evaluation of the risks posed by the product, system requirements, business requirements and customer requirements. This decision is guided by the development team in conjunction with all Stakeholder(s) to include business owners, customers, and SDE representatives.

Input

Business Requirements Document

Master Test Plan

Project Management Plan

Requirements Specification Document (including Use Case

Specifications contained within)

Output

Initial Operating Capability Site Memorandum of Understanding

SDE Action Item Request

Data Use Agreement, if applicable

Associated Artifacts

Initial Operating Capability Site Memorandum of Understanding Template

Responsible Role

Program Manager

Accountable Role

Program Executive Officer

Consulted Role

Enterprise Systems Engineering Release Officer; Project Manager; Project Team; Regional Director; VHA Release Management Team Lead

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

None Listed

Standards

Approved Applications Abbreviations

Initial Operating Capability Site Memorandum of Understanding Guide

Initial Operating Capability Site Selection Guide

More Info

None Listed

Process Activity Name: TST-09 Conduct Peer Review of Test Cases/Test Scripts

Previous Activities

TST-05 Establish Target Test Environments

AND

TST-06 Create Test Cases/Test Scripts

AND

TST-07 Submit Enterprise Systems Engineering Request Form

AND

TST-08 Prepare External Agreements

Next Activities

TST-10 Conduct Formal Review of Test Cases/Test Scripts

Description

The Test Analyst conducts the Test Cases/Test Scripts Peer Review in accordance with the Quality Assurance Standard (appropriate sections pertaining to Peer Reviews) performing the following general steps:

Distribute the Peer Review Materials

Review the Peer Review Materials

Distribute the Consolidated Peer Review Findings

Record the Finding Resolutions

Implement the Finding Resolutions

The goal of the Peer Review of the Test Cases/Test Scripts is to resolve any questions the project team may have and to ensure quality of the deliverable.

Input

Test Cases/Test Scripts

Output

Record of Notification

Test Cases/Test Scripts Checklist (Review Findings Summary included)

Updated Test Cases/Test Scripts

Associated Artifacts

Test Case Test Scripts Template

Record of Notification Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

Integrated Project Team

Informed Role

Stakeholder(s)

Tools and Websites

IBM Rational ClearQuest

Rational Team Concert (Change/Configuration Management) Server

Standards

Quality Assurance Standard

More Info

None Listed

Process Activity Name: TST-10 Conduct Formal Review of Test Cases/Test Scripts

Previous Activities

TST-09 Conduct Peer Review of Test Cases/Test Scripts

Next Activities

TST-11 Related to Open Source?

Description

The Software Quality Assurance Analyst conducts the Test Cases/Test Scripts Formal Review in accordance with the Quality Assurance Standard (appropriate sections pertaining to Formal Reviews) performing the following general steps:

Plan Formal Review

Review Formal Review Materials

Implement Finding Resolutions

The goal of the formal review is to obtain stakeholder concurrence of the Test Cases/Test Scripts and appropriate approval signatures.

Input

Test Cases/Test Scripts

Test Evaluation

Output

Artifact Review Agenda and Minutes

Test Cases/Test Scripts Checklist (Review Findings Summary included)

Updated Test Cases/Test Scripts

Updated Test Evaluation (Test Case/Test Script Approvals)

Associated Artifacts

Artifact Review Agenda and Minutes Template

Test Case Test Scripts Template

Test Evaluation Template

Responsible Role

Software Quality Assurance Analyst

Accountable Role

Project Manager

Consulted Role

Stakeholder(s)

Informed Role

Integrated Project Team

Tools and Websites

Rational Quality Manager (Quality Management) Server

Rational Team Concert (Change/Configuration Management) Server

Standards

Digital Signature Guide

Quality Assurance Standard

More Info

None Listed

Process Activity Name: TST-11 Related to Open Source?

Previous Activities

TST-10 Conduct Formal Review of Test Cases/Test Scripts

Next Activities

If "Yes":

TST-12 Provide to Open Source

Or

If "No":

TST-13 Create Test Case Traceability

Description

The Project Manager determines if the project is related to Open Source requirements, if yes (YES) the Project Manager provides it to Open Source and if no (NO) the Project Manager asks the Test Analyst to create test case traceability.

Responsible Role

Project Manager

Accountable Role

Program Manager

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TST-12 Provide to Open Source**Previous Activities**

TST-11 Related to Open Source?

Next Activities

TST-13 Create Test Case Traceability

Description

The Project Manager submits a list of required software code, system builds, and artifacts as described in the Open

Source Submission Checklist to OI&T PD Open Source, Configuration & Tools Management Division via the mail group OIT Open Source Software Delivery or OSSOFT@va.gov.

Input

Software Code

System Builds

Product and Project Artifacts

Output

Open Source Submission Checklist

Associated Artifacts

None Listed

Responsible Role

Project Manager

Accountable Role

Program Manager

Consulted Role

Integrated Project Team

Informed Role

Stakeholder(s)

Tools and Websites

IBM Rational ClearCase

VA Open Source Site

Standards

Open Source Code in Flight Communications Strategy Guide

More Info

The Open Source Submission Checklist lists different artifacts and/or system builds/codes that are to be submitted at certain intervals or milestones to OIT PD Open Source, Configuration & Tools Management Division, as a product is being built. As project managers are developing their project plans, providing code and artifacts to OI&T PD Open Source, Configuration & Tools Management Division should be considered and incorporated into the plan both based on specific milestones and time intervals basis, as specified in the Open Source Submission Checklist.

Access the OI&T Open Source Software Delivery email group at OSSOFT@va.gov.

Process Activity Name: TST-13 Create Test Case Traceability

Previous Activities

TST-11 Related to Open Source?

Or

TST-12 Provide to Open Source

Next Activities

TST-14 Assessment By VA SQA?

Description

The Test Analyst ensures test case traceability by linking the test cases/test scripts to requirements in order to ensure accurate traceability. Development teams without access to automated tools update the Requirements Traceability Matrix created during the requirements process.

Input

Requirements Specification Document (including Use Case Specifications contained within)

Requirements Traceability Matrix

Test Cases/Test Scripts

Output

Updated Requirements Traceability Matrix

Associated Artifacts

Requirements Traceability Matrix Template

Responsible Role

Test Analyst

Accountable Role

Project Manager

Consulted Role

None Listed

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

Rational Quality Manager (Quality Management) Server

Standards

None Listed

More Info

None Listed

Process Activity Name: TST-14 Assessment By VA SQA?**Previous Activities**

TST-13 Create Test Case Traceability

Next Activities

If "Yes":

TST-15 Prepare for VA SQA Assessments

Or

If "No":

Process Ends

Description

The Project Manager determines if a Software Quality Assurance assessment is required. If yes (YES) the team prepares for VA SQA Assessments and if no (NO) the process ends.

Responsible Role

Project Manager

Accountable Role

Program Manager

Consulted Role

None Listed

Informed Role

None Listed

Process Activity Name: TST-15 Prepare for VA SQA Assessments**Previous Activities**

TST-14 Assessment By VA SQA?

Next Activities

Process Ends

Description

The Project Manager prepares the VA SQA Assessment package and forwards the package to the VA Software Quality Assurance Analyst to conduct an assessment.

Input

Master Test Plan

Project Management Plan

Requirements Specification Document (RSD)

Requirements Traceability Matrix

System Design Document (SDD) (Sections for Interface Control, Software Design and Use Case Specifications)

Test Cases/Scripts

Output

VA SQA Assessment Package

Associated Artifacts

None Listed

Responsible Role

Software Quality Assurance Analyst

Accountable Role

Project Manager

Consulted Role

None Listed

Informed Role

Integrated Project Team; Stakeholder(s)

Tools and Websites

None Listed

Standards

None Listed

More Info

None Listed

END OF PROCESS